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STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

GOWEN FIELD, BOISE ID

Meeting Minutes, February 24, 2005

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Michael Candelaria, United States Dept. of the Interior
- Dan Charboneau, Idaho State Police
- Jerry Goetz, Federal Law Enforcement
- Mary Halverson, Idaho Bureau of Homeland Security
- Steve Jenkins, National Interagency Fire Center
- Greg Laragan, Idaho Transportation Dept.
- Shana Munroe (for Dia Gainor), Idaho Dept. of Health & Welfare
- Lorin Nielsen, Idaho Sheriffs Association
- Marcia Phillips, Idaho Association of Counties
- Scott Reese, Association of Idaho Cities
- Scott Reinecker, Idaho Dept. of Fish and Game
- Joe Roche, Idaho Dept. of Administration
- Johanna Smith (for Jay Christensen), Idaho Dept. of Correction
- Reggie Thorpe, Idaho Tribal Government

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Guests:

- Ann Cronin, Emergency Communications Commission
- Tammy Ferguson, Tenxsys
- Bart Hamilton, Ada County Sheriff's Office
- Jolene Hollingshead, SPAWAR Systems Center SD
- Matt Howarth, Motorola
- Steve Jones, Idaho State Police
- Scot Maring, Idaho Dept. of Administration
- Stan Passey, Idaho State Police
- Gordon Ravenscroft, Boise County Disaster Services
- Lex Rutter, Idaho Dept. of Administration
- Les Shadduck, Ada County Sheriff's Office
- Greg Zickau, Information Technology Resource Management Council

Welcome/Introductions—Chair Lockwood

Chair Lockwood called the meeting to order. The Chair welcomed Sheriff Lorin Nielsen, representing the Idaho Sheriffs' Association, as one of the new Council members. Attendees and guests introduced themselves. There was a full quorum present.

Review & Approve Minutes—Chair Lockwood

There were no corrections to the January meeting minutes. A motion was made by Charboneau to accept the minutes, seconded by Phillips. The motion passed by a unanimous vote.

Second Generation Messaging—Shana Munroe

Munroe reported on the Digital Government Day (DGD), February 9, 2005. Many County Commissioners, Sheriffs, and Fire Chiefs were in Boise that day, which helped to increase the audience to which the SIEC was able to present information.

The Subcommittee met on February 11, 2005 to discuss the SIEC's second generation message. A second DVD will be produced which will contain three sections. The first section will be the original DVD which contains a basic message. The second section, which is in development by the Outreach Subcommittee, will contain an intermediate level message. The third will be an advanced or technical level message. Munroe will coordinate the advanced level message with Goetz, Chair of the SIEC Technical Subcommittee. The Subcommittee will meet again soon to concentrate on the content of the intermediate message and to work out the process of producing the DVD—how, where, and the costs incurred. Munroe plans to present a draft second generation message at the April SIEC meeting.

Emergency Communications Commission (ECC) Update—Ann Cronin

Cronin reported on the activities of the ECC:

- Chair Nancolas made presentations in the House and Senate State Affairs Committees concerning the progress of the commission. Those presentations were published on the ECC website: <http://www.e911.idaho.gov/>.
- The ECC website has a link to the SIEC website.
- The Commission has been developing a Needs Assessment Survey for the Public Safety Answering Points (PSAPs). Les Shaddock, Ada County, volunteered to administer the survey. It will be ready to distribute in 4-5 weeks.
- The Commission had a request for mediation. They were in the process of gathering all of the information. Their rules require all parties to be willing to participate in the mediation process.
- The ECC was directed to develop a process by which the 1% revenue that the Commission has been receiving from the counties could be used for Commission operations. The process is in place and revenue has been generated. A financial report has been given at each meeting.
- The next meeting will be March 3, 2005 in Boise. Future meetings will be held in Twin Falls and Coeur d'Alene.

Several SIEC Council members voiced their concerns about the ECC mediation process. The suggestion was made to modify the rules to accommodate resolution even when one party doesn't want mediation.

Collier reported that she answers many questions regarding the SIEC and ECC when she goes on road trips. A good partnership exists between the two organizations

Nelson made a motion that the Council approves the SIEC website having a link to the ECC website, seconded by Charboneau. The motion passed by a unanimous vote.

Statewide Interoperable Communications Draft Concept—Jerry Goetz

Goetz lead a discussion concerning three documents that were drafted at the February 8, 2005 Technical Subcommittee meeting—Idaho Radio Communications Interoperability Model, SIEC Technical Subcommittee's Interoperability Concept, and Idaho Statewide Interoperability Executive Council Resolution Number 2005-01. The documents were projected on the screen and copies were included in the Council member's packets. First the Council reviewed and discussed the Idaho Radio

Communications Interoperability Model which was developed at the request of the Council to produce a document that contained more in-depth information. Next, Goetz lead the Council through the changes that had been incorporated into the SIEC Technical Subcommittee's Interoperability Concept in response to the suggestions made during the January SIEC meeting. The Council members worked together to craft additional modifications to the document. The question was asked if the document, once approved, can be shared with the public. Lockwood stressed the importance of the document being reviewed by the Governor before it is let to the public. Munroe asked on behalf of the Outreach Subcommittee how the information contained in the document will be presented. It was determined that a pamphlet would be the best format.

A motion was made by Nielsen to accept the SIEC Technical Subcommittee's Interoperability Concept, seconded by Phillips.

In response to further discussion, the suggestion was made to combine the three different documents to form a single document. Further discussion brought out the need to maintain three separate documents. Several alternative titles were suggested and discussed.

Because the original motion had been lost in all of the subsequent discussion, Nielsen withdrew his motion, seconded by Phillips.

There was additional discussion concerning the title of the document. Suggested alternative tiles were projected on screen. After discussion, the Council agreed on the title:

SIEC INTEROPERABLE COMMUNICATIONS MODEL FOR THE STATE OF IDAHO.

Phase One

The Council drafted an opening paragraph to be included in the document. The purpose of the document was to make recommendations to the Governor. Once the Governor has given his approval, it will be returned to the Council for minor wording modifications to state that it is a plan developed by the SIEC and approved by the Governor for the State of Idaho. The statement will give credibility to the document.

A motion was made by Phillips to accept the concept of the SIEC Interoperable Communications Model for the State of Idaho with the final review and approval of the document to take place at a future date, seconded by Roche. The motion passed by a unanimous vote.

Nielsen made a motion to accept the Idaho Statewide Interoperability Executive Council Resolution Number 2005-01, seconded by Reese. The vote was not unanimous. Charboneau cast a dissenting vote. The motion passed.

Shadduck lead additional discussion on the Idaho Radio Communications Interoperability Model document that he was the author of. He stated that he was asked by Bishop and Lockwood to create a plan that included 10-15 items such as facts, timelines, and costs. Lockwood reminded the Council that the document is a concept and additional information will be put into it. It establishes phases, tiers, benchmarks, and a timeline.

Reese made a motion to adopt the Idaho Radio Communications Interoperability Model as it stands, seconded by Nielsen.

In response to further discussion, Charboneau stated that he would be against a motion to adopt the document as it was presented. It was his opinion that the Executive Summary needs work and there was no Introduction or Background. He would however, agree to adopt the concept and the direction that the Technical Subcommittee was going.

It was acknowledged that the document was not intended to be presented as a completed document. It was presented to the Council to seek additional direction. The question was asked as to what the expectations of Council were for the document. The Council responded with the following:

- The Technical Subcommittee was complimented on their efforts and was encouraged to continue.
- It was suggested that the specific dollar figures included in the Pricing section should be removed.
- The document will describe to a consultant what the Council would like the system to look like.
- The document will be given to a consultant who will be in position next October-December to take it from the consulting firm to appropriations at the federal level.
- The document should give other entities within the state, other political subdivisions, something to start to tie their funding requests to. Municipalities and counties are saying that they have avenues and resources, but don't know what direction the SIEC is going.
- The Council needs to not only develop this plan, but also needs to develop a name of the plan with its appropriate acronym or it won't meet federal standards that everybody can key their funding requests to.

Reese modified his original motion to state that the Idaho Radio Communications Interoperability Model is a living document that needs to be wordsmithed and that TBA should replace the actual dollar amounts under the Pricing section. The Council members voted on the amended motion. The vote was not unanimous. Phillips cast a dissenting vote. The motion passed.

Goetz requested direction from the Council as to what their expectations were for the Technical Subcommittee concerning the Idaho Radio Communications Interoperability Model prior to the next SIEC meeting. The following work assignments were given:

- Revise how to state the financial impact and anything else that will help give clarification to a consultant.
- Complete work on Appendix D. Allcott will develop a communications plan template for the counties using the National Incident Management System (NIMS) command structure as an example of how the plan should work.
- Complete work on Appendix E. Passey will work with ICTAP to prepare the necessary information.
- Shadduck and Collier were instructed to continue to wordsmith the document.

Assisting Public Safety entities in developing Memorandums of Understanding (MOUs) was discussed, but it was decided that any guidance or samples that the Council could offer would likely be modified because any attorney will draft a MOUs to meet the individual needs of the Public Safety entity that they represent.

700 MHz Regional Planning Committee Update—Bart Hamilton

The Region 12 700 MHz Plan was submitted to the surrounding state's Regional Planning Committees (RPCs) requesting them to review the plan by the end of February. The State of Washington voted on February 23, 2005 to support the plan and will be submitting their letter of support as well as a dispute agreement. The Committee will be asking the FCC for a waiver for Oregon and Wyoming because neither state has a functioning RPC. Montana, Nevada, and Utah will review the plan by the end of the month. Once the Committee has received the letters from the surrounding states they will submit the plan to the FCC for final approval.

Allcott initiated discussion of a concern that had been expressed to him. It is that the State of Idaho will take total control over all 700 MHz frequencies that have been assigned by the FCC and therefore, the use of frequencies by local government had to be approved by the State. It was stated that application for 700 MHz radio frequencies are made to the FCC and not through state government.

SIEC Policy Subcommittee – NGA Update—Dodie Collier

Collier reviewed the documents that were included in the Policy team member's packets. Team members include Bruce Allcott, Bill Bishop, Dan Charboneau, Dia Gainor, Mark Lockwood, Scott Reese, Joe Roche, and Megan Ronk. Team members were instructed that February 25, 2005 was the deadline to go online to register for the Wireless Interoperability Policy Academy being held in Atlanta, Georgia, on

March 21-23, 2005. Team members were instructed to make their own travel arrangements. Expenses will be handled on a reimbursements basis. After the trip, members will need to submit the supporting documents and completed travel form to Harris who will forward them to the IBHS for reimbursement.

SIEC Travel Update—Sandy Harris

The Council has money budgeted to reimburse members for their travel expenses. Travel forms were distributed at the January SIEC meeting, but no instructions were given at that time. Sample SIEC Travel forms were projected on the screen. Harris gave brief instructions on how to fill out the forms. Reimbursement could either be made to an individual or to an agency. If the person or agency is not on the STARS system a W-9 will need to be filled out. Date and times of departure and are required if claiming reimbursement for meals. The form needs to be signed and either mailed or faxed to the SIEC office.

Other business and planning for the next meeting—Chair Lockwood

Chair Lockwood read out loud a thank-you note, addressed to Collier from the President of the Idaho Association of Commissioners and Clerks, expressing his appreciation for the presentation that was made to the Association.

Roche introduced Lex Rutter, the new Public Safety Communications Manager for the Department of Administration. A letter of introduction was included in each Council member's packet.

Lex Rutter and Lorin Nielsen volunteered to be on the Technical Subcommittee.

The next SIEC meeting will be March 24, 2005 at Gowen Field, Building 578 at 9:00 AM.

Adjournment – Chair Lockwood

A motion was made by Phillips to adjourn, seconded by Nielsen. The motion passed by a unanimous vote.